

Party Invitation Exercise

Follow the directions below to create an invitation flyer. **Read through each individual direction before performing it**, like you are following recipe instructions.

Remember that text is entered (typed in) or pasted wherever the **insertion point** (cursor) is blinking. Always make sure the **insertion point** is where you want the text to be entered. To move the location of the **insertion point**, move the mouse pointer and click or use the arrow keys on the keyboard.

Remember, too, that there is usually more than one way to do something. If a different way to do it occurs to you, go ahead and try it! If it doesn't work, you can always click on the **Undo** command on the Quick Access Toolbar. If you can't remember what a command does, move the mouse pointer over it and pause. A **ToolTip** appears describing the command's function.

In the instructions, the following terms will be used:

Click- a single left mouse click

Command- a button displayed on a tab on the Ribbon.

Key – on the keyboard.

Part One: Entering the Text

1. Open a blank word document in Microsoft Word.
2. Change the font type to **Rockwell** by clicking on the arrow next to the *Font Type* command in the *Font* group on the *Home* tab and selecting **Rockwell** from the drop down menu. (**Hint: the font types are in alphabetical order**)
3. Next, change the font size to 18 by clicking on the arrow next to the *Font Size* command in the *Font* group on the *Home* tab and selecting 18 from the drop down menu.
4. Type **Invitation**
5. Press the *Enter* key two times
6. Type **Please Come to our Open House!**

7. Press the *Enter* key once
8. Type **Michael and Ashley Peterson**
9. Press the *Enter* key three times
10. Type **We've moved to a new house and are having a party to celebrate!**
11. Press the *Enter* key three times
12. Type **Saturday, June 23, 2013**
13. Press the *Enter* key once.
14. Type **5:00-9:00PM**
15. Press the *Enter* key three times
16. Type **Address:**
17. Press the *Tab* key once.
18. At the top of the page, highlight **Michael and Ashley Peterson** by clicking before the **M** in **Michael**, holding the left mouse button down and dragging to the right.
19. Click on the *Copy* button in the *Clipboard* group on the *Home* tab.
20. Click to the right of the word **Address:**
21. Click on the *Paste* button in the *Clipboard* group on the *Home* tab.
22. The cursor should now be blinking on a new line. Press the *Tab* key three times.
23. Type **1596 Howard St.**
24. Press the *Enter* key once.
25. Press the *Tab* key three times
26. Type **Seattle, WA 98115**
27. Press the *Enter* key once.
28. Type **Telephone:**
29. Press the *Tab* key once.
30. Type **(206) 329-9996**

Part Two: Formatting

1. Scroll to the top of the document and highlight the word **Invitation**.
2. On the *Home* tab in the *Font* group, select the Font *Lucida Handwriting* by clicking the arrow to the right of the font type box.
3. Select Font Size 36 by clicking on the arrow to the right of the font size box and selecting 36.

4. With the word still highlighted, click on the *Underline* command.
5. Click anywhere on the page to deselect the word **Invitation**.
6. Highlight the first mention of **Michael and Ashley Peterson** by clicking and dragging your mouse over the words.
7. Select the Font type *Lucida Handwriting*.
8. Click anywhere on the page to deselect the phrase **Michael and Ashley Peterson**.
9. Scroll down to **5:00-9:00PM**. Click to the right of **PM** and, while still holding the left mouse button down, drag up to the top of the document. Everything from **Invitation** through **5:00-9:00PM** should now be highlighted.
10. In the *Paragraph* group, click on the *Center Align* command.
11. Click anywhere on the page to deselect the highlighted text.
12. Now move your cursor in front of the phrase “**and we are having a party....**” By clicking in front of the word “and”. Press the *Enter* key once to move the second half of the sentence down to a new line.
13. Now click on the **Page Layout** tab, look under the *Page Background* group and click the *Page Borders* command.
14. In the dialog window that appears, select “Box” listed to the left under *Setting*.
15. Under *Color*, change the line to any shade of blue by clicking the arrow to the right of its box
16. Under *Width* change it to “3pt” by clicking on the arrow to the right of its box, then click ok.
17. Click on the *Insert* tab and click on the **Clipart** command in the *Illustrations* group. In the window that opens to the right type “illustration champagne” in the *search for* box and click go.
18. Click on the first picture.
19. In the *Format* tab look in the **Arrange** group and click “Wrap Text.” Choose the option “In front of text”.
20. Move the picture to the bottom right hand corner of your invitation.

Part Three: Spell Check, Previewing, and Saving

1. Click on the *Review* Tab, then click on the *Spelling & Grammar Check* command in the *Proofing* group. Pressing *F7* key on the keyboard will also launch the Spell Check.

2. Word will now check the invitation for errors. If an error is found, click on the *Change* button to accept the suggestion or click on one of the *Ignore* buttons to continue without accepting a change.
3. When the spelling and grammar check is complete, a dialog box stating this will appear on the screen. Click on the *OK* button to return to your invitation.
4. To see how your document will look when it's printed, click on the *File* Tab then click on *Print*. You will see the *Print Preview* for your document in the right hand side of the window.
5. Compare your document to the instructor's. Does the document look the same? If it does, proceed to saving your document on your flash drive. If not, return to your document by clicking on the *Home* Tab and see if you can make the necessary changes.
6. To save your invitation, click on the *File* Tab
7. Select *Save As*
8. The *Save As* dialog box appears. Scroll down in the Folders pane on the left side of the box until you see your flash drive (**Typically Drive F: on the Library computers**) and click on it to select it.
9. In the *File name* box, clear out what's there and type in **Party Invitation** as the new file name.
10. Click *Save*.
11. To exit out of the Word program, click on the X button in the upper right corner of the screen.

Completed Exercise

